



# DISCOVER THE ARCHIVES

## *An Orientation for Researchers*



# AGENDA

- Introduction to the Archives
- Introduction to the Collections
  - Using the Collections
  - Digital Collections



# INTRODUCTION TO THE ARCHIVES

The City of Savannah Municipal Archives division:

- Collects, manages, preserves, and makes accessible records documenting the City of Savannah's history
- Administers the records management program and the City Records Center to increase the efficiency of City agencies
- Shares the City's history with City employees, citizens, and visitors through outreach activities



# INTRODUCTION TO THE COLLECTIONS

## Overall collections reflect:

- City of Savannah incorporation date of 1789
  - Collections are particularly strong 19<sup>th</sup> century-forward (though there are some gaps)
  - Do not hold records prior to incorporation, including Colonial-era records (refer to Georgia Archives and Georgia Historical Society)
- City of Savannah corporate limits
  - Records reflect City of Savannah corporate limits and properties; we do not hold records for unincorporated Chatham County or other local municipalities
  - Records refer to the corporate limits for the time period being researched, not modern limits
- City of Savannah government functions
  - For example, Building Permits and Inspections, City Council Minutes and Mayor's Papers, City Manager's Records, Business Licenses, etc.; think of how the City interacts with citizens and businesses
  - Very few personal papers are held here, with the largest exception being the W.W. Law Collection



# USING THE COLLECTIONS: ARCHIVES HOME

[www.savannahga.gov/MunicipalArchives](http://www.savannahga.gov/MunicipalArchives)

The screenshot shows the Savannah Municipal Archives website. At the top is the Savannah logo and navigation links: Resources for Residents, Tools for Business, Tips for Visitors, and Meet Your Government. A search bar with the placeholder text 'How can we help...' is centered. On the left is a dark sidebar with links: Using the Archives (highlighted with a red box), City History, W W Law, Public Programs/City Hall Exhibits, City Hall Tours, and Frequently Asked Questions. The main content area is titled 'Municipal Archives' and lists the division's functions: collecting/preserving records, managing records, and sharing history. It also mentions reference services and public outreach. On the right is a 'Contact Us' section featuring a photo of Luciana Spracher, Director, with an email link, address, phone/fax numbers, and hours. A red box highlights the 'Research by appointment' link, with a red arrow pointing to an annotation box on the right.

Use this as a jumping off point for research

Using the Archives

City History

W W Law

Public Programs/City Hall Exhibits

City Hall Tours

Frequently Asked Questions

Meet Your Government > Chief Community Services Officer > Arts, Culture and Historical Resources > Municipal Archives

### Municipal Archives

The Municipal Archives & Records Management division:

- Collects, manages preserves and makes accessible records documenting the City of Savannah's history
- Administers the records management program and the City Records Center to increase the efficiency of City agencies
- Shares the City's history with City employees, citizens and visitors through outreach activities

The Municipal Archives services reference requests from researchers and the general public which relate to archival and historical City records under its administration in the City Records Center. Research appointments are required for on-site research visits. For more information see [Using the Archives](#).

The Municipal Archives shares the City's history through a variety of public outreach activities, including tours of City Hall, permanent and rotating exhibits, and special programs. For more information see [Public Programs](#).

### Contact Us

Luciana Spracher  
Director  
[Email](#)

City Hall, Room 103  
Bay St. at Bull St.  
P.O. Box 1027  
Savannah, GA 31402

Phone: 912-651-6412  
Fx: ( 912-233-1992

Hours  
Monday - Friday  
8:30 a.m. - 5 p.m.

[Research by appointment](#)

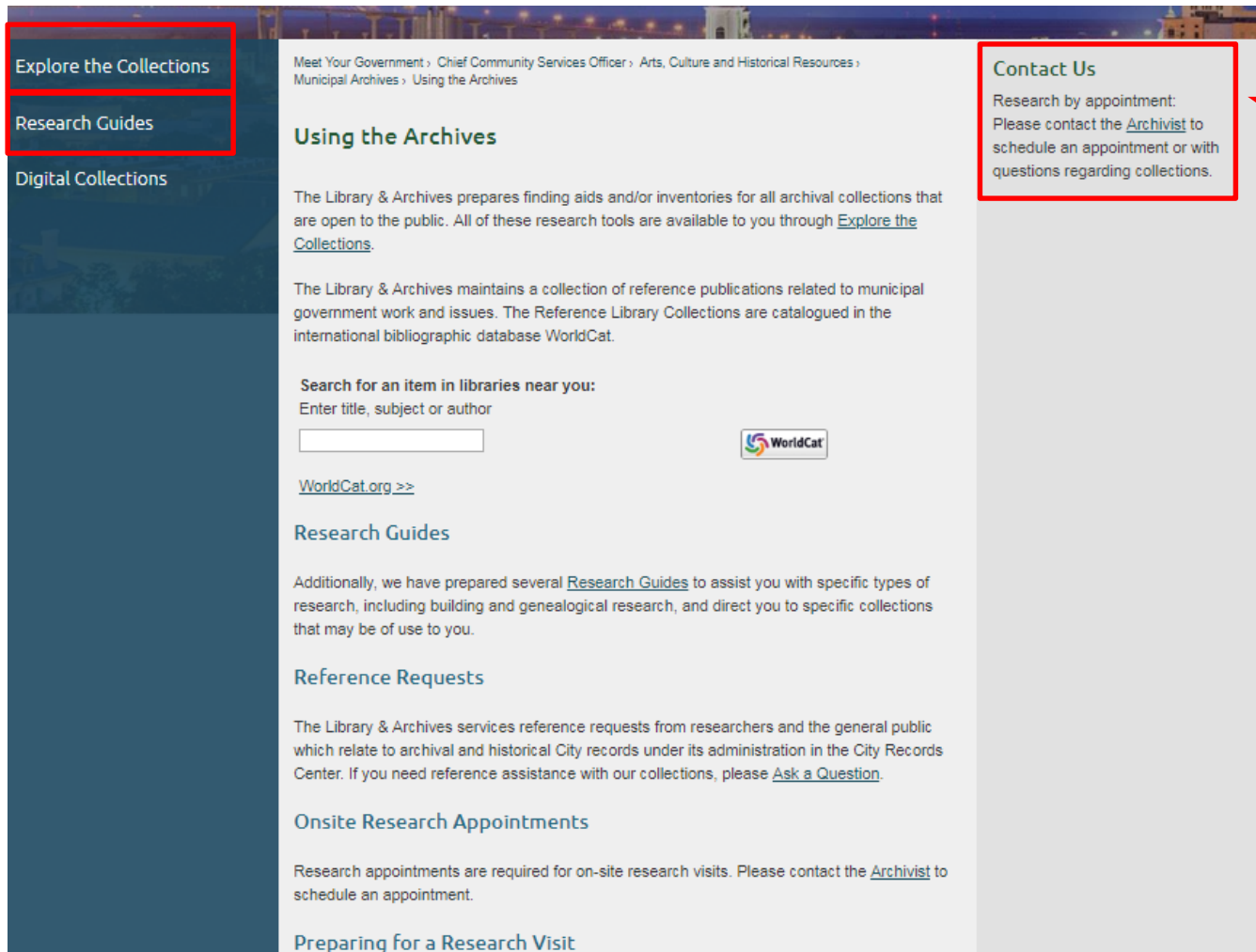
[Staff directory](#)

It is EXTREMELY important to make a research appointment to ensure you have a successful research visit!



# USING THE COLLECTIONS: USING THE ARCHIVES

This page contains almost all the information you need to get started with research



The screenshot shows the 'Using the Archives' page of the City of Savannah Municipal Archives. On the left, a dark blue sidebar contains the following links: 'Explore the Collections' (highlighted with a red box and star), 'Research Guides' (highlighted with a red box and star), and 'Digital Collections'. The main content area has a breadcrumb trail: 'Meet Your Government > Chief Community Services Officer > Arts, Culture and Historical Resources > Municipal Archives > Using the Archives'. The title 'Using the Archives' is followed by an introductory paragraph. Below this is a search section titled 'Search for an item in libraries near you:' with a text input field and a 'WorldCat' logo. A link to 'WorldCat.org >>' is provided. The 'Research Guides' section mentions several guides for building and genealogical research. The 'Reference Requests' section describes services for researchers and the general public, with a link to 'Ask a Question'. The 'Onsite Research Appointments' section states that appointments are required and provides a link to the 'Archivist'. The 'Preparing for a Research Visit' section is partially visible at the bottom. On the right, a 'Contact Us' box (highlighted with a red box and star) contains the text: 'Research by appointment: Please contact the [Archivist](#) to schedule an appointment or with questions regarding collections.'

Explore the Collections

Research Guides

Digital Collections


Meet Your Government > Chief Community Services Officer > Arts, Culture and Historical Resources > Municipal Archives > Using the Archives

## Using the Archives

The Library & Archives prepares finding aids and/or inventories for all archival collections that are open to the public. All of these research tools are available to you through [Explore the Collections](#).

The Library & Archives maintains a collection of reference publications related to municipal government work and issues. The Reference Library Collections are catalogued in the international bibliographic database WorldCat.

**Search for an item in libraries near you:**  
Enter title, subject or author

 WorldCat

[WorldCat.org >>](#)

### Research Guides

Additionally, we have prepared several [Research Guides](#) to assist you with specific types of research, including building and genealogical research, and direct you to specific collections that may be of use to you.

### Reference Requests

The Library & Archives services reference requests from researchers and the general public which relate to archival and historical City records under its administration in the City Records Center. If you need reference assistance with our collections, please [Ask a Question](#).

### Onsite Research Appointments

Research appointments are required for on-site research visits. Please contact the [Archivist](#) to schedule an appointment.

### Preparing for a Research Visit

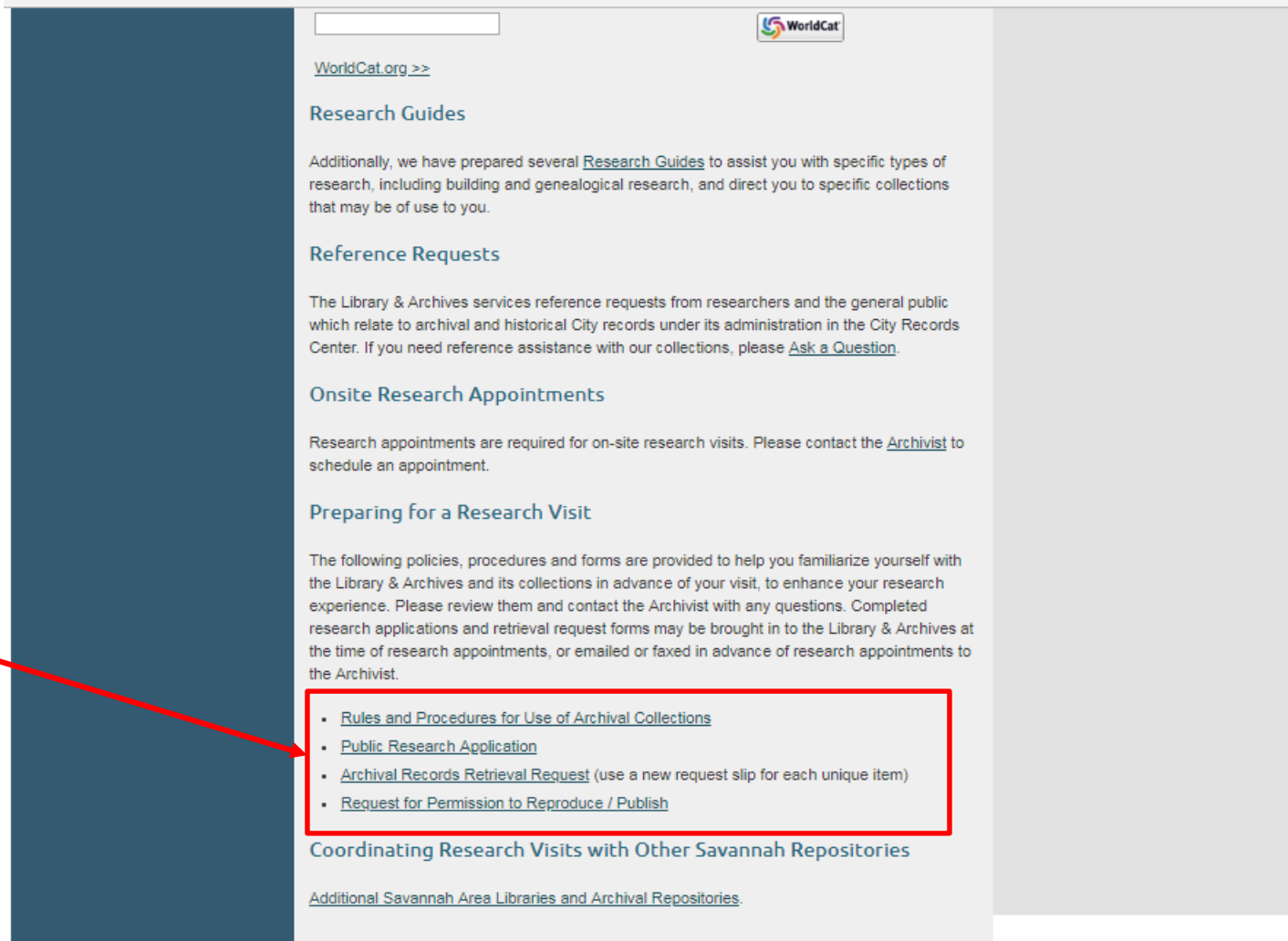
### Contact Us

Research by appointment:  
Please contact the [Archivist](#) to schedule an appointment or with questions regarding collections.



# USING THE COLLECTIONS: USING THE ARCHIVES

These are important administrative forms. Please review these links before starting your research process. You will be asked to fill out the Research Application when you come in for your Research Appointment.



[WorldCat.org >>](#)

[WorldCat](#)

## Research Guides

Additionally, we have prepared several [Research Guides](#) to assist you with specific types of research, including building and genealogical research, and direct you to specific collections that may be of use to you.

## Reference Requests

The Library & Archives services reference requests from researchers and the general public which relate to archival and historical City records under its administration in the City Records Center. If you need reference assistance with our collections, please [Ask a Question](#).

## Onsite Research Appointments

Research appointments are required for on-site research visits. Please contact the [Archivist](#) to schedule an appointment.

## Preparing for a Research Visit

The following policies, procedures and forms are provided to help you familiarize yourself with the Library & Archives and its collections in advance of your visit, to enhance your research experience. Please review them and contact the Archivist with any questions. Completed research applications and retrieval request forms may be brought in to the Library & Archives at the time of research appointments, or emailed or faxed in advance of research appointments to the Archivist.

- [Rules and Procedures for Use of Archival Collections](#)
- [Public Research Application](#)
- [Archival Records Retrieval Request](#) (use a new request slip for each unique item)
- [Request for Permission to Reproduce / Publish](#)

## Coordinating Research Visits with Other Savannah Repositories

[Additional Savannah Area Libraries and Archival Repositories](#).



# USING THE COLLECTIONS: RULES & PROCEDURES

- Appointments must be made at least 1 working/business day in advance
  - Call or email the Archivist (912-651-6412, [Archives@savannahga.gov](mailto:Archives@savannahga.gov))
  - Researchers must complete a research application once per year, photo ID is required
- No food or drink is permitted in the Archives
- You must handle all materials carefully (no leaning, pressing, rough handling); cotton gloves are provided for handling photographs, film, and artifacts
- Pencils only, no pens may be used in the Archives





# USING THE COLLECTIONS: RULES & PROCEDURES

- Photography (including cellphones) is permitted, no flash
- Photocopy Services: 10 cents per page; payable by check, money order, or cash (exact change only)
- Digitization Services: currently there is no charge for this service (up to 11"x17"); staff time may be charged for large requests; scans are provided via email or ftp transfer
- Permission to reproduce for publication (books, articles, exhibits, websites, etc.) must be obtained before publication. The form is available on website.

## CITATION:

*Item and Collection Identification. City of Savannah Municipal Archives, Savannah, Georgia.*



# USING THE COLLECTIONS: RESEARCH GUIDES

Under the Research Guides tab, there are many subject guides that link you to the most useful collections for each topic.



The screenshot displays the website's navigation menu on the left, with 'Research Guides' highlighted by a red rectangle. The main content area on the right features a breadcrumb trail at the top: 'Meet Your Government > Chief Community Services Officer > Arts, Culture and Historical Resources > Municipal Archives > Using the Archives > Research Guides'. Below this, the 'Research Guides' section is titled in green and lists ten resources, each as a blue hyperlink followed by '(PDF)'.

Explore the Collections

Research Guides

Digital Collections

Meet Your Government > Chief Community Services Officer > Arts, Culture and Historical Resources > Municipal Archives > Using the Archives > Research Guides

### Research Guides

- [Building Research Checklist \(PDF\)](#)
- [Genealogy Research Checklist \(PDF\)](#)
- [Resources for Researching Businesses \(PDF\)](#)
- [Resources for Researching City Employees \(PDF\)](#)
- [Resources for Researching Neighborhoods & Community History \(PDF\)](#)
- [Resources for Researching African American History \(PDF\)](#)
- [Engineering and Public Works Resource List \(PDF\)](#)
- [Port of Savannah Resource List \(PDF\)](#)
- [The W. W. Law Collection - Collections Guide \(PDF\)](#)
- [Municipal Slavery Research Project Brochure \(PDF\)](#)
- [Resources for Researching World War I Soldiers \(PDF\)](#)
- [Municipal Archives Brochure \(PDF\)](#)



# USING THE COLLECTIONS: RESEARCH GUIDES



## BUILDING RESEARCH CHECKLIST *(inclusive dates provided)*

### City Treasurer Records

- Tax Assessment Books, 1854-1912 (RS 5600CT-90) [use microfilm at Bull Street Library]
- Real Estate Assessment Records, 1904-1942 (RS 5600CT-180)
- Real Estate Ledger Books, 1809-1821, 1904-1950 (RS 5600CT-190)
- Property Transfer Books, 1869-1926 (RS 5600CT-200)
- Ground Rent Books and Ground Rent Receipts, 1791-1963 (RS 5600CT-330)

### Clerk of Council's Office Records

- City Council Meeting Papers—Permits, 1909-1941 (1909-1919 indexed) (RS 0115-001)
- City Council Meeting Papers—Contracts (RS 0115-002)
- City Council Meeting Papers—Deeds (RS 0115-003)
- Deed Books to City Lots, 1850-1933 (RS 5600CL-80)

### Engineering Department Records

- City Map—Ward Book, 1910 (RS 5600EN-95)
- Private Property Surveys: Applications with Plans, 1887-1953 (RS 5600EN-120)
- Retrospective Maps Collection—General Maps (RS 3121-007)
- Retrospective Maps Collection—East/West Maps (RS 3121-008)
- Retrospective Maps Collection—Property Maps (RS 3121-009)
- Retrospective Plans/Designs Collection (RS 3121-010)

### Inspections Department Records

- Improvement Books, by ward 1875-1895, date 1895-1924, or name 1901-1924 (RS 5600IN-10)
- Building Permits, 1899-1937 (RS 5600IN-20)
- Permit Register Indexes, 1897-1908 (RS 5600IN-30)
- Applications for Building Permits, 1866-1908 (by ward) (RS 5600IN-40)
- Applications for Building Permits, 1959-1977 (RS 5600IN-50)
- Records of Inspections, 1967-1974 (RS 5600IN-70)

### Public Development Bureau Records

- Retrospective Plans Collection (RS 3101-019)

### Research Library & Municipal Archives Collections

- Mayor's/Municipal Annual Reports, 1855-1953 (RS 5600MY-50/60)
- Photograph Collections, Artwork of Savannah... (1902) (RS 1121-041)
- Savannah Area Local Government Documents Collection (RS 1121-027)
- Savannah Area Local Reference Files (RG 1121)

### Collection Finding Aids

All finding aids are available online at <http://www.savannahga.gov/collections>. For more information or to set up a research appointment, contact the Archivist at (912) 651-4212 or [kzacovic@savannahga.gov](mailto:kzacovic@savannahga.gov).

This is a Research Guide example. The hyperlinks take you to the related finding aids.

Pay close attention to the date range listed on each entry. It can help you easily decide if a collection is useful to you or not.



# USING THE COLLECTIONS: EXPLORE THE COLLECTIONS

- The Explore the Collections page lists all the collections (in alphabetical order) that are available to the public, with links to the collection finding aid.
- Related digital collections are linked below the main collection entry.

[Explore the Collections](#)  
[Research Guides](#)  
[Digital Collections](#)

[Meet Your Government](#) > [Chief Community Services Officer](#) > [Arts, Culture and Historical Resources](#) > [Municipal Archives](#) > [Using the Archives](#) > [Explore the Collections](#)

## Explore the Collections

Archival Collections Listed Alphabetical By Title  
*Collection / Record Series Title [Record Series Number], Dates [Extent/Size]*  
*Record Group Title [Record Group Number]*  
*Alternate Records Location (if applicable)*

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

A

[Accounts, Committee on](#) [Record Series 0115-001 (ACC)], 1866-1932 [15 document cases (7.5 cubic feet)]  
City Council Meeting Papers [Record Series 0115-001]

[American Bicentennial \(1776-1976\) Collection](#) [Record Series 1121-044], 1968-1976, no date [28 folders, 1 tube (0.75 cubic feet)]  
Research Library and Municipal Archives Records [Record Group 1121]

[Archaeological Artifacts: Cloverdale Waste Water Sewer System Project](#) [Record Series 1121-034], circa 1850-circa 1916, no date [1 archival box (0.5 cubic feet)]  
Research Library and Municipal Archives Records [Record Group 1121]

[Archaeological Artifacts: Cluskey Embankment Stores Archaeology Project](#) [Record Series 1121-034], circa 1850-circa 1920, 2012-2014, no date [22 records cartons, 1 oversized folder (11.25 cubic feet)]  
Research Library and Municipal Archives Records [Record Group 1121]

[Artifact Collections: U.S.S. Savannah and N.S. Savannah](#) [Record Series 1121-028], 1938, 1962, 2012, no date [4 records cartons, 1 document case, 1 undersized box, 1 oversized box, 1 oversized framed item (7.5 cubic feet)]  
Research Library and Municipal Archives Records [Record Group 1121]



# USING THE COLLECTIONS: FINDING AIDS

*What is a finding aid?:*

A description of records that gives a repository intellectual control over materials and that assists users to gain access and understand the materials in context with **information about acquisition, processing, historical note, scope of the collection, arrangement information, and an inventory of the contents.**



# USING THE COLLECTIONS: FINDING AIDS

Sample of a first page of a finding aid.

5600IN-GSM-gau (USMARC); GSG (OCLC/SOLINET)  
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

**Record Series #:** 5600IN  
**Name:** City of Savannah, Georgia Records – Inspections Department  
**Dates:** 1866-1977  
**Extent/Size:** 52 volumes and 84 document cases (46.78 cubic feet)

**Organizational History:**

Prior to 1884, the City Surveyor had the responsibility of approving building requests (Code of Savannah 1858, p. 97). According to an ordinance passed in 1884, a permit from the Clerk of Council was necessary before a person could start building a structure or repair a structure, for work costing over \$100 (Code of Savannah 1888, p. 152). In 1904, a Building Inspector was appointed to inspect all construction sites, and building permits were issued by the Tax Assessor's office (Code of Savannah 1907, p. 176). By 1917, the permits were issued by the Building Inspector, who would then report to the Committee on Streets and Lanes (Code of Savannah 1918, p. 201).

In 1958, the title of the office of Building Inspector was changed to Director of Public Improvements (Code of Savannah 1958, p. 316). Today the Development Services department, in the Public Development Bureau, carries on the functions of engineering, surveying, building inspection and permitting services (2008 Service Program and Budget, p. 120). Development Services is responsible for interpreting and enforcing the codes that affect the safety and welfare of the public and its property. The codes regulate building and site construction, life safety and structural items, as well as electrical, plumbing and mechanical systems. The Property Maintenance department is responsible for enforcement of property maintenance codes, to promote a safe, clean and healthy environment (2008 Service Program and Budget, p. 126).

**Scope and Content:**

Record Series 5600IN City of Savannah, Georgia Records – Inspections Department (1866-1977), is arranged into the following sub-series. See Scope and Content notes for each sub-series for further information about the content and arrangement of the materials.

5600IN-010.1 Improvement Books – Improvement Books (Ward)  
5600IN-010.2 Improvement Books – Improvement Book (Date)  
5600IN-010.3 Improvement Books – New Improvement Books (Name)  
5600IN-020.1 Building Permit Registers – Building Permit Register Books  
5600IN-020.2 Building Permit Registers – Building Permit Record Books  
5600IN-020.3 Building Permit Registers – Building Permit Log Book  
5600IN-020A Building Permit Receipt Book  
5600IN-030 Permit Register Indexes  
5600IN-040 Applications for Building Permits (Ward)  
5600IN-050 Applications for Building Permits  
5600IN-060 Letter Book – Committee for Opening Streets



# USING THE COLLECTIONS: FINDING AIDS

5600IN-GSM-gau (USMARC); GSG (OCLC/SOLINET)  
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

**Record Series #:** 5600IN  
**Name:** City of Savannah, Georgia Records – Inspections Department  
**Dates:** 1866-1977  
**Extent/Size:** 52 volumes and 84 document cases (46.78 cubic feet)

This top matter gives you a brief summary of the collection, including collection #, name/title, date range, and size.

appointed to inspect all construction sites, and building permits were issued by the Tax Assessor's office (Code of Savannah 1907, p. 176). By 1917, the permits were issued by the Building Inspector, who would then report to the Committee on Streets and Lanes (Code of Savannah 1918, p. 201).

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- 5600IN-010.2 Improvement Books – Improvement Book (Date)
- 5600IN-010.3 Improvement Books – New Improvement Books (Name)
- 5600IN-020.1 Building Permit Registers – Building Permit Register Books
- 5600IN-020.2 Building Permit Registers – Building Permit Record Books
- 5600IN-020.3 Building Permit Registers – Building Permit Log Book
- 5600IN-020A Building Permit Receipt Book
- 5600IN-030 Permit Register Indexes
- 5600IN-040 Applications for Building Permits (Ward)
- 5600IN-050 Applications for Building Permits
- 5600IN-060 Letter Book – Committee for Opening Streets





# USING THE COLLECTIONS: FINDING AIDS

5600IN-GSM-gau (USMARC); GSG (OCLC/SOLINET)  
City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

Record Series #: 5600IN  
Name: City of Savannah, Georgia Records – Inspections Department

## *Organizational History:*

Prior to 1884, the City Surveyor had the responsibility of approving building requests (Code of Savannah 1858, p. 97). According to an ordinance passed in 1884, a permit from the Clerk of Council was necessary before a person could start building a structure or repair a structure, for work costing over \$100 (Code of Savannah 1888, p. 152). In 1904, a Building Inspector was appointed to inspect all construction sites, and building permits were issued by the Tax Assessor's office (Code of Savannah 1907, p. 176). By 1917, the permits were issued by the Building Inspector, who would then report to the Committee on Streets and Lanes (Code of Savannah 1918, p. 201).

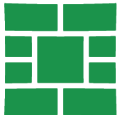
There is usually a historical note that tells you about the entity that produced the records.

surveying, building inspection and permitting services (2008 Service Program and Budget, p. 120). Development Services is responsible for interpreting and enforcing the codes that affect the safety and welfare of the public and its property. The codes regulate building and site construction, life safety and structural items, as well as electrical, plumbing and mechanical systems. The Property Maintenance department is responsible for enforcement of property maintenance codes, to promote a safe, clean and healthy environment (2008 Service Program and Budget, p. 126).

## *Scope and Content:*

Record Series 5600IN City of Savannah, Georgia Records – Inspections Department (1866-1977), is arranged into the following sub-series. See Scope and Content notes for each sub-series for further information about the content and arrangement of the materials.

- 5600IN-010.1 Improvement Books – Improvement Books (Ward)
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- 5600IN-050 Applications for Building Permits
- 5600IN-060 Letter Book – Committee for Opening Streets





# USING THE COLLECTIONS: FINDING AIDS

5600IN-GSM-gau (USMARC); GSG (OCLC/SOLINET)  
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The Scope and Content note describes what you will find in the collection or point you to sub-series' finding aids.

**Scope and Content:**

Record Series 5600IN City of Savannah, Georgia Records – Inspections Department (1866-1977), is arranged into the following sub-series. See Scope and Content notes for each sub-series for further information about the content and arrangement of the materials.

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5600IN-060 Letter Book - Committee for Opening Streets



# USING THE COLLECTIONS: FINDING AIDS

5600IN-GSM-gau (USMARC); GSG (OCLC/SOLINET)

City of Savannah, Research Library & Municipal Archives, Savannah, Georgia

**Sub-series #:** 5600IN-010.1

**Name:** Improvement Books (Ward)

**Dates:** 1875-1877, 1880, 1886-1889, 1892, 1894-1895

**Extent/Size:** 6 volumes (0.5 cubic feet)

**Sub-series description:**

Sub-series 5600IN-010.1 Improvement Books (Ward) (1875-1877, 1880, 1886-1889, 1892, 1894-1895) includes six volumes documenting improvements according to the ward they were located in. The records include: ward; lot number; owner's name; value of the improvement; and a summary, by ward, for each six month period with the taxable value of each ward's improvements listed.

**Arrangement:**

Alphabetical by ward every six months.

**Inventory:**

5600IN-010.1 Volume 1	Improvements, 1875-1877
5600IN-010.1 Volume 1A	Improvements, 1880 (labeled 1884-1885)
5600IN-010.1 Volume 2	Improvements (Indexed), 1886-1889
5600IN-010.1 Volume 3	Improvements, 1892 (labeled 1893)
5600IN-010.1 Volume 4	Improvements, 1894 (labeled 1895)
5600IN-010.1 Volume 5	Improvements, 1895 (labeled 1896)

**\*\*Pay close attention to the arrangement note so that you know what you will need to request, or if you have the proper information for the records to be usable for you.**

The sub-series finding aid will be set up similarly with date ranges, a description of the information available, an arrangement note, and an inventory of the specific items.



# DIGITAL COLLECTIONS

Explore the Collections


Research Guides

Digital Collections

Meet Your Government: Chief Community Services Officer: Arts, Culture and Historical Resources: Municipal Archives: Using the Archives: Digital Collections

## Digital Collections

From the V. & J. Duncan Postcard Collection



### Library & Archives Digital Image Catalog

The Digital Image Catalog includes select digital images of photographs, postcards, maps, etc. from our archival collections.


#### Library & Archives Digital Image Catalog

Major collections featured in the Digital Image Catalog include:

- [City Manager's Office Photographs](#), circa 1867-1971, 1991
- [Park & Tree Department/Commission-Applicants for Cemetery Lot Cuts](#), circa 1924-1943
- [Public Information Office Photographs](#), 1948-2000
- [V. & J. Duncan Postcard Collection](#), circa 1870s-circa 2000s
- [W. W. Lee Photograph Collection](#), 1868-2002

Note: Only a portion of our archival holdings are currently digitized and new digital images will be added to the catalog overtime.

### Free Persons of Color Register



### City Records Available on Ancestry.com

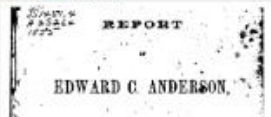
Several of the City's collections have been made available to the public on-line through Ancestry.com to increase their availability and access to those unable to visit Savannah in person.

To start searching and using these collections online, please visit [Ancestry.com](#).

Collections currently available through Ancestry.com:

- Savannah, Georgia, Vital Records, 1803-1966
- Savannah, Georgia, Cemetery and Burial Records, 1862-1939
- Savannah, Georgia, Cemetery Burial Lot Cards, 1807-1998
- Savannah, Georgia, Court Records, 1790-1934
- Savannah, Georgia, Land Tax & Property Records, 1809-1938
- Savannah, Georgia, Naturalization Records, 1790-1910
- Savannah, Georgia, Records of Titles, 1791-1871
- Savannah, Georgia, Registers of Free Persons of Color, 1817-1884
- Savannah, Georgia, Voter Records, 1866-1917
- Savannah, Georgia, City Council Minutes, 1790-1900

### 1866 Annual Report



### City Records Available through the Digital Library of Georgia

To start searching and using these collections online, please visit the [Digital Library of Georgia](#).

Collections currently available through the Digital Library of Georgia:

- [Savannah, Georgia, 1866 Annual Report](#), Savannah, Georgia, 1866

The Digital Collections page lists and links to all of our digitized collections available online.



# DIGITAL COLLECTIONS

Explore the Collections

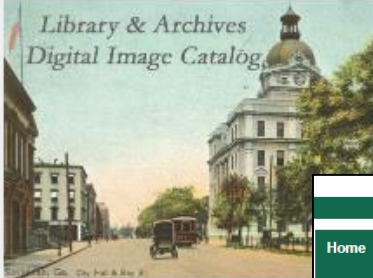
Research Guides

Digital Collections

Meet Your Government > Chief Community Services Officer > Arts, Culture and Historical Resources > Municipal Archives > Using the Archives > Digital Collections

## Digital Collections

From the V. & J. Dunoon Postcard Collection



**Library & Archives Digital Image Catalog**

The Digital Image Catalog includes select digital images of photographs, postcards, maps, etc. from our archival collections.

[Library & Archives Digital Image Catalog](#)

Major collections featured in the Digital Image Catalog include:

- City Manager's Office Photographs, circa 1967-1971, 1991

Home

Keyword Search

Advanced Search

Random Images


Archives

Photos

Libraries

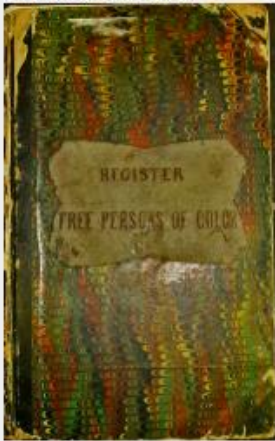
## Photo Record

[Return To Search Results](#) [Email to a Friend](#)

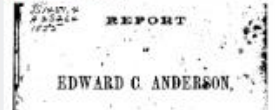


Catalog Number	0120-006_01-03-001
Title	Youth and Police Van at City Hall
Collection	0120-006, City Manager's Office - Photographs
Description	Unidentified youth and police van in front of City Hall. Black and White Print.
Year Range from	1967
Year Range to	1971
Object Name	Print, Photographic
Source	City of Savannah, City Manager's Office
Credit line	Courtesy of City of Savannah, Research Library & Municipal Archives
Copyright	Copyright has not been assigned to the City of Savannah. All requests for permission to publish or quote from the collections must be submitted in writing to the Research Library & Municipal Archives. Permission for publication is given on behalf of the City of Savannah as owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained by the researcher.

Free Persons of Color Register



1866 Annual Report



A selection of the Municipal Archives' photo collections can be searched in the Digital Image Catalog.






# DIGITAL COLLECTIONS

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Research Guides  
Digital Collections

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## Digital Collections

From the V. & J. Dunoon Postcard Collection



Library & Archives Digital Image Catalog

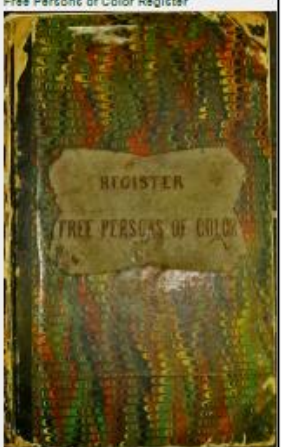
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[Library & Archives Digital Image Catalog](#)

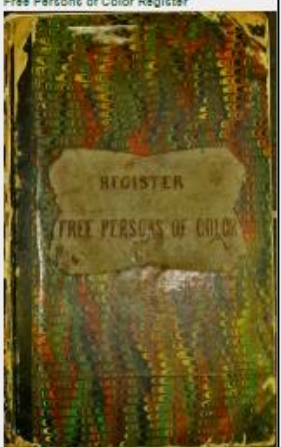
Major collections featured in the Digital Image Catalog include:

- [City Manager's Office Photographs, circa 1967-1971, 1981](#)
- [Park & Tree Department/Commission-Applicants for Cemetery Lot Sale, circa 1924-1943](#)

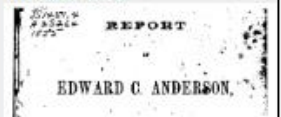
1855 Annual Report



Free Persons of Color Register



1866 Annual Report



The Digital Library of Georgia hosts several collections, including Mayor's papers, annual reports, oral histories, and map collections.

## City Records Available through the Digital Library of Georgia

To start searching and using these collections online, please visit the [Digital Library of Georgia](#).

Collections currently available through the Digital Library of Georgia:

- [Record Series 3121-007, Engineering Department – General Maps, 1798-1961 no date](#)
- [Record Series 3121-019, Savannah Cadastral Survey – Ward Survey Maps, 1939-1940](#)
- [Record Series 3121-020, Engineering Department – Major Subdivision Maps, 1871-1972, no date](#)
- [Benjamin Van Clark Neighborhood Documentation Project – Oral History Collection, 2003-2004](#)
- [Eastside Documentation Project – Oral History Collection, 2008-2009](#)
- [Ellis Square Oral History Project, 2007-2008](#)
- [Mayor's/Municipal Annual Reports for the City of Savannah, 1855-1923 \(some gaps\)](#)
- [Mayor's Office Records, 1869-1904, 1960-1966\\*](#)
- [West Broad Street Appraisals, 1958-1961\\*](#)
- [Westside Documentation Project – Oral History Collection, 2005-2006](#)

\*These collections were digitized with a policy of digitizing every page, front and back, so you may see blank pages throughout the digital document.



# DIGITAL COLLECTIONS

Explore the Collections

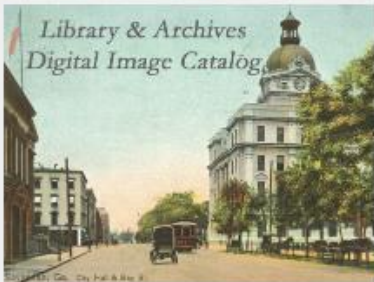
Research Guides

Digital Collections

Meet Your Government > Chief Community Services Officer > Arts, Culture and Historical Resources > Municipal Archives > Using the Archives > Digital Collections

## Digital Collections

From the V. & J. Duncan Postcard Collection



*Library & Archives  
Digital Image Catalog*

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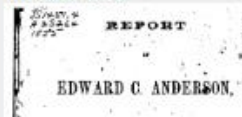
- [City Manager's Office Photographs](#), circa 1967-1971, 1991
- [Park & Tree Department/Commission-Applicants for Cemetery Lot Sale](#), circa 1924-1943
- [Public Information Office Photographs](#), 1948-2000
- [V. & J. Duncan Postcard Collection](#), circa 1870s-circa 2000s
- [W. W. Lew Photograph Collection](#), 1868-2002

*Note: Only a portion of our archival holdings are currently digitized and new digital images will be added to the catalog over time.*

### Free Persons of Color Register



### 1866 Annual Report



## Savannah City Codes

City Ordinances passed by City Council are recorded in the Ordinance Books in the Clerk of Council's Office. Periodically, the City publishes all the ordinances on the books at a given point of time, as well as the current City Charter, as the City Code. The Library & Archives retains copies of Savannah's historical City Code books. The earliest published City Code dates from 1854 and includes City ordinances regulating the activities of slaves and free persons of color, as well as laws pertaining to the public market, the scavenger department, and more.

- [1854 Savannah City Code \(PDF\)](#)
- [1858 Savannah City Code \(PDF\)](#)
- [1871 Savannah City Code \(PDF\)](#)
- [1888 Savannah City Code \(PDF\)](#)
- [1907 Savannah City Code \(PDF\)](#)
- [1918 Savannah City Code \(PDF\)](#)
- [1936 Savannah City Code \(PDF\)](#)
- [1945 Savannah City Code \(PDF\)](#)

Collections currently available through the Digital Library of Georgia:

• [Savannah Series 1414.001](#) • [Savannah Department 1](#) • [Savannah Map 1](#) • [Savannah Map 2](#)

Historic Savannah City Codes are available and keyword searchable here.



# DIGITAL COLLECTIONS

Explore the Collections

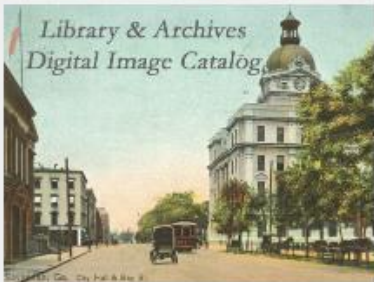
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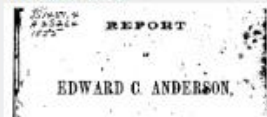
- [City Manager's Office Photographs](#), circa 1967-1971, 1991
- [Park & Tree Department/Commission-Applicants for Cemetery Lot Card](#), circa 1924-1943
- [Public Information Office Photographs](#), 1948-2000
- [V. & J. Duncan Postcard Collection](#), circa 1970s-circa 2000s
- [W. W. Lew Photograph Collection](#), 1968-2002

Note: Only a portion of our archival holdings are currently digitized and new digital images will be added to the catalog over time.

**Free Persons of Color Register**



1866 Annual Report



**City Records Available on Ancestry.com**

Several of the City's collections have been made available to the public on-line through Ancestry.com to increase their availability and access to those unable to visit Savannah in person.

To start searching and using these collections online, please visit [Ancestry.com](https://www.ancestry.com).

Collections currently available through Ancestry.com:

- Savannah, Georgia, Vital Records, 1803-1866
- Savannah, Georgia, Cemetery and Burial Records, 1852-1939
- Savannah, Georgia, Cemetery Burial Lot Cards, 1807-1996
- Savannah, Georgia, Court Records, 1790-1934
- Savannah, Georgia, Land Tax & Property Records, 1809-1938
- Savannah, Georgia, Naturalization Records, 1790-1910
- Savannah, Georgia, Records of Titles, 1791-1971
- Savannah, Georgia, Registers of Free Persons of Color, 1817-1864
- Savannah, Georgia, Voter Records, 1856-1917
- Savannah, Georgia, City Council Minutes, 1790-1900

Records useful for genealogical research are available through Ancestry.com, including Birth, Marriage, Death, Burial, Voting, and Naturalization Records

City of Savannah / Municipal Archives

# MUNICIPAL ARCHIVES RESEARCH TIPS

- Make a research appointment with the Archivist
- Start your research online with the Research Guides and Finding Aids and be prepared with a list of the items you would like to see before making an appointment
  - Collection/Record Series Number and Title/Name
  - Specific Volume or Item Numbers
- Please do not be afraid to ask for help!
  - Have dates, names, or legal descriptions regarding your research topic (property, family, individual, business, etc.) ready if you are not sure where to start
- To schedule a research appointment or for assistance with the online resources, please contact the Archivist at (912) 651-6412 or [Archives@savannahga.gov](mailto:Archives@savannahga.gov)

